MEMORANDUM FOR DISTRIBUTION

SUBJECT: CIO Letter 98-2, Test and Certification of DLA Automated Information
          Systems (AIS) for Year 2000 (Y2K) Compliance

This letter provides policy and guidance for the testing and certification of DLA standard and site unique AISs. The Y2K capstone Test and Evaluation Master Plan (TEMP) identified the test criteria and test strategies to be followed for systems to become Y2K compliant. DLA has also tailored its existing process in order to ensure all systems are adequately tested and implemented prior to January 1, 2000. The Director Operational Test and Evaluation (OT&E), Office of the Secretary of Defense issued policy on Y2K test requirements in April 1997. The following test and evaluation policies are in effect for all DLA systems:

a.   The intent of DoD Directive 5000.1 and DoD Regulation 5000.2-R, which cover defense acquisition programs and AISs, should be used to guide the development of test strategies for all DLA standard and unique systems and all systems for which DLA has program management or executive agency responsibility.

b.   Test strategies will be finalized for systems based on test planning and risk analysis. Risk management indicators include test schedule, computer utilization, requirements traceability and stability, design stability, complexity, breadth and depth of testing, and reliability.

c.   Risk assessments based on the test strategy and Test and Evaluation (T&E) plan will determine the necessity for an independent Operational Test (OT) or combined Developmental Test and Operational Test (DT/OT). The test strategy must include testing to support the requirement changes and any integration or interoperability impacts introduced to the system. Risk assessments are to be used when tailoring the test process in support of site unique systems.

d.   All systems that must be Y2K compliant, in accordance with the capstone TEMP, will be certified through the process identified in the attached package entitled "Defense Logistics Agency Test and Certification Process for Year 2000 Compliance of DLA Automated Information Systems." The certification process begins at DT and extends through OT and systems shall be considered compliant after the approved signatures are obtained from the developer, functional sponsor, DLA Y2K Program Manager, and the Chief Information Officer (CIO). Final certification for implementation will occur only after testing the compliant application in a Y2K compliant infrastructure, including hardware and software.

e. All newly developed systems undergoing OT&E are required to have a Y2K compliance certification from the developmental testers, prior to the start of OT&E. System interfaces with external systems will be examined and certified as compliant, or an acceptable migration plan will be in place to achieve compliance. Y2K compliance testing shall be conducted during operational testing or in a combined developmental and operational test, as appropriate based on risk analysis. The Y2K compliance status of a system will be reported in the OT&E report.

f. For systems which have completed OT&E and are awaiting implementation or are currently in production, program managers and functional sponsors must validate Y2K compliance and provide status reports and a final Y2K certification to the CIO.

g. When Major AISs must report to the Major AIS Review Council, the program manager must obtain certification signatures form the Business Area Executive, the CIO, the Deputy Director, and then provide the certification status in a coordinated OT&E report that is submitted to the OSD Director OT&E.

h. Business Area Executives and Site Commanders must certify that all automated information systems, devices (including telecommunication, personal computers, and facilities), and hardware systems supporting their mission area or field activity are compliant. Certifications are required on mission critical systems and components by December 1998 and by March 1999 on all other systems and components.

i. All test strategy assessments, test documentation, and system certifications must be maintained and available for review by internal DLA staff and external auditors.

Additional guidance or questions concerning this policy may be directed to Mr. Bruce Wilson at (703) 767-3110 (DSN 427), or Mrs. Sandra King on (703) 767-2141 (DSN 427).

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